

# TOWN OF ERIE

## COMMERCIAL PERMIT SUBMITTAL REQUIREMENTS

Submittal documents shall include, but may not be limited to the list shown below, and **must** be submitted for review before permit issuance will be considered.

Items **will not** be accepted for plan review unless the project has been approved by Community Development Planning Division and the submittal package is **complete**.  
Contractors and Subcontractors **must** be licensed by the Town of Erie prior to permit issuance.

**Note: Submitted plans should be no larger than 24" x 36".**

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- Building permit application
- Water usage worksheet with Raw Water Fee (forms available from Public Works Administration)
- Flood plain study and survey (if within Flood Plain Area)
- Code Analysis
- A detailed description of business operations
- State & Town of Erie Permit for Storm Water & Erosion Control (when site is over 1 acre) prior to permit issuance
- Completion of and compliance with FAA form 7460-1 (within the Erie Air Park Influence Area)

### Provide two sets of the following:

#### Site plans showing:

- Setbacks
- Easements
- Right of ways
- Internal roads and vehicle parking
- Contours and drainage plan
- Grading plan
- Storm water detention (if required)
- Landscape design

#### Structural plans including:

- Engineered foundation plan based on soils report
- Roof framing plan
- Floor/Wall framing plan

#### Technical drawings:

- Electrical plans
- Plumbing plans
- Mechanical plans
- Flood hazard mitigation (if required)
- Architectural plans (elevations included)
- Photo metrics & cut sheets for exterior lighting

**NOTE:** These plans must also be submitted to Mountain View Fire Protection District for approval. Plans must be submitted to the County Health Department where required.

**Before you dig:** Remember to schedule utility line locates through Utility Notification Center of Colorado at 1.800.922.1987.